

Kate Chegwin School Digital Citizenship Policy



At Kate Chegwin School, every effort has been taken to provide our students with the tools they need to be leaders in the 21st Century. **A variety of devices are accessible to all of our students during class time, including: Chromebooks, iPads, digital cameras, printers and 3D printers.** Each device is loaded with applicable software and is monitored by our District's Instructional Technology Services Team. In addition, school phones are provided in the office for students to call their parents during break times.

The school does not recommended bringing personally owned technology to our campus. This includes off campus activities such as field trips. If a student chooses to bring their devices, they are required to store them in their locker during class time. The school will not be responsible for damage or loss of these personal devices.

Due to hygienic reasons, we request that you provide your student with a personal set of earbud style headphones for use with the school computers. These can be kept in the student's locker or pencil case and used only under teacher direction.

Our goal at school is to support your child's learning by providing every child with equal access to effective, efficient and targeted technology.

Parents can support our plan by:

- Regularly monitoring your child's online activity. This includes monitoring smartphone, tablet, computer use and video-gaming activity (both on and offline) and consumption.
- Limiting the time that your child is online. Ensure that they store their devices in a common area when it is time for bed.
- Talking with your child about the responsible use of technology and asking them questions about their own usage, for example: "Is it necessary to bring your phone to school?"
- Establishing parameters around purchases and downloads of apps or consumer goods.
- Being explicit about what content is appropriate/inappropriate and what to do when inappropriate content is discovered.
- Discussing designated times to "unplug" and do other activities.

Should you have any questions regarding the foundation for this technology policy, please do not hesitate to contact the office.

Kate Chegwin School

Student Digital Citizenship Policy

Personal Usage and Responsibilities			
		Student Initial	Parent Initial
1	<p>I will treat others the way I wish to be treated when I use technology. I understand that my language and actions while using technology affect others. I will be accountable for my online behaviour. I will not use my technology in a manner that is unlawful, unethical, unkind, or immoral.</p>		
2	<p>I will not respond to any messages that are mean, threatening, or in any way make me or others feel uncomfortable. It is not my fault if I get a message that is not appropriate. I will report any situations that resemble this behaviour immediately to a responsible adult.</p>		
3	<p>I will be open and honest with my parents and my school about my online friends and activities. Mutual trust and openness with parents and school staff is essential in ensuring proper usage at all times.</p>		
4	<p>I will turn my personal technology off when entering the school and store it in my locker during class time. I will only use my personal technology during nutrition break at my locker, at lunchtime, and before and after school.</p>		
5	<p>I will not use electronic devices belonging to other students nor will I lend my electronic device to other students. Each student is accountable for the activities that their own personal devices are used for in addition to the activities in which they are personally engaged.</p>		
6	<p>I will remember that I need to balance technology use with other activities.</p>		
Privacy			
7	<p>I will protect my personal information and that of my family and schoolmates. I will not do anything to jeopardize our safety and privacy. This includes not posting full names, school name, addresses, phone numbers, emails, or any information that would indicate specific people, times and places. It also means that I will not photograph or audio and/or video record teachers or students while at school or on school property without their expressed permission.</p>		
8	<p>I am personally accountable for the technology that I bring and or use at school and the passwords that I use to gain access to technology and applications. I will not share my technology or passwords with other students, nor will I use the technology and passwords of other students or staff members.</p>		

9	<p>I recognize that by law my parents and school administration have the authority to access all information and applications used on all electronic devices that I use at the school.</p> <p><i>“If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District’s Student Behaviour and Conduct Policy and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.” (EPSB: Code of Conduct: Electronic Device Search Statement)</i></p>		
Content			
10	<p>I understand that some material online is protected and cannot be copied without permission. I understand that this material is owned by others and that they have the right to be protected.</p>		
11	<p>I understand that information found online may not be accurate and should always be verified using multiple trusted sources.</p>		
12	<p>I will only view material at school that I would feel comfortable viewing with my teacher or parents. I will tell a responsible adult immediately if I come across any information that makes me feel uncomfortable or that is inappropriate.</p>		
13	<p>I will check with my parents or teachers before downloading or installing software or hardware. I recognize that these actions may be harmful to the computer or portable device.</p>		

Consequences for Breaches of the Digital Citizenship Policy

(Note that consequence will be based upon the severity of the infraction and its impact on others and may not occur in the order as outlined below.)

- Technology is surrendered to the teacher and the student must retrieve it at the end of the day. It is up to the teacher’s discretion to include community service as part of the consequence should they choose to do so. A log entry is made in the student’s record.
- Technology is brought to the office and stored there for the day, parents called.
- Technology is confiscated; parents must pick up the device from the office.
- In School Suspension, device is confiscated until parent picks it up. Student will no longer bring personal technology to school.
- Out of School Suspension.
- Out of School Suspension, possible recommendation for expulsion.

Acceptable Use of Technology Student and Parent Declaration

Student Endorsement

I have read, am aware of, and will abide by all the acceptable use requirements set forth in this agreement. I agree that if I fail to keep my commitment to doing those things listed above that I will be subject to the consequences of breaching this policy as explained in this document which may include (but is not limited to) loss of technological privileges temporarily, or for the entire school year. I understand that there may be other disciplinary consequences if there has been a breach of school rules and a search of the electronic device reveals this breach.

Student Name (printed) _____

Student Signature _____

Date _____

Homeroom _____

Parent/Guardian Endorsement

I have reviewed this document and have initialed each point with my child. I have discussed the importance of this agreement with my child. My child is aware of the expectations and responsibilities associated with the proper care and handling of the school computers as well as the appropriate and ethical use of the technology at Kate Chegwin School, both on and off campus. My child has been informed that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn, and that there may other disciplinary consequences if there has been a breach of school rules and a search of the electronic device reveals this breach.

Parent Name (printed) _____

Parent Signature _____

Date _____